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WPSR TASK FORCE ROLES & RESPONSIBILITIES

WPSR Task Forces are established to guide, execute, and support the work of each board-approved WPSR program. Each WPSR Task Force works to collectively draft an annual strategic plan which, once approved by the WPSR Board of Directors, serves as a work plan for the Task Force's annual goals. Task Forces meet on a regular basis to review progress on established goals, and to discuss and plan the work of the Task Force, any subcommittees, and the wider advocacy efforts of the corresponding program.

Task Forces are co-chaired by 1) a WPSR staff member and 2) a board member or other WPSR member who is appointed by the Board of Directors. The size of each task force (the number of members) is decided by task force co-chairs.

TASK FORCE CO-CHAIRPERSON (Non-Staff)

1. Membership: A task force co-chairperson is a member in good standing of WPSR, recommended by the Executive Director and subject to confirmation by the WPSR Task Force and the Board of Directors
2. Tenure. The co-chairperson of a task force serves at the pleasure of the WPSR Board of Directors. Terms begin upon the date approved by the WPSR board, and last until the end of the calendar year at which point the Board may vote to extend the tenure by one year, or appoint a new task force co-chairperson.
3. Accountability. The volunteer co-chairperson of a task force is accountable and reports to the WPSR Board of Directors.
4. Duties. The broad function of a task force co-chairperson is to facilitate the activities of members of the task force, in collaboration with the staff co-chair, for the purpose of achieving the goals outlined in the Board of Directors-approved Task Force strategic plan. The duties of a

task force co-chairperson fall into two categories: those that are common to all task force chairpersons, and those that are unique to the work of each task force.

Common Duties:

- Support and engage the membership of the task force, and help to recruit and onboard new members as seats on the task force become open. This includes having regular one-on-one calls with every Task Force member, typically twice a year.
- Co-facilitate the annual Task Force strategic planning process with the staff co-chair, and thereafter serve as a steward of the program's annual strategic plan.
- Help prepare the task force's budget requirements for the coming fiscal year of service. These requirements will be reviewed by the WPSR Executive Director, and approved by the BOD.
- Prepare, monthly, a brief "actual vs. goals" report and submit it to the Executive Director for distribution to the BOD in advance of each board meeting.
- Assign tasks to task force members so as to achieve the agreed-upon goals for the year.
- Monitor the work of task force members to ensure that progress towards goals is being achieved as planned.
- Serve as liaison with partner organizations and represent WPSR and the Task Force in relevant coalitions or external groups, as agreed upon with staff co-chair and the Executive Director.
- Represent WPSR and the Task Force at public events.
- Maintain a high level of knowledge and fluency about the relevant Task Force issue areas, initiatives, and legislation.
- Perform other duties as may be assigned.

Expectations:

- Time commitment: Task force chairs spend approximately 5 to 10 hours per week on meetings, decision-making and advocacy duties related to the role, to supporting the work of the task force and its members, and carrying out the task force strategic plan.
- Meetings: Chairs are expected to attend and co-facilitate a monthly two hour task force meeting, weekly one on one meetings with their co-chair counterpart, an annual day-long strategic planning retreat, and other meetings with key partners, decision-makers, and other individuals and organizations, as relevant to the goals and strategic plan of the task force.
- Timeliness: Task force co-chairpersons are expected to be available and responsive on a regular basis to respond and contribute to the needs of their task force and associated program.
- Public face: Task force co-chairpersons are commonly called upon to be the public face of the program, through speaking engagements, authoring and/or signing published materials, in-person advocacy activities, and representing the task force, program, and WPSR at periodic events.

5. Authority

The chairperson(s) of a task force has the authority to act as required to effectively carry out the mission of the task force except:

- Authorization of expenditures on behalf of WPSR and/or the Task Force, without prior approval of the WPSR Executive Director, unless they are specifically included in the approved program budget and prior concurrence has been obtained from the senior program staff person
- Entering into any contract or agreement on behalf of WPSR without specific authorization from the WPSR Executive Director.
- Unilaterally launching a task force activity not clearly within the task force charge or approved strategic plan.
- The chairperson(s) of a task force is charged with exercising sound judgment in the conduct of the business of the task force. Whenever a question arises where authority/responsibility is not clear, the chairperson is expected to consult with program staff and the WPSR Executive Director in advance of making related decisions, or making any public communication or endorsement, or any commitment or agreement on behalf of the task force, program, or organization.

6. Miscellaneous.

In the event of the unavailability of the WPSR Executive Director to answer questions, or consult on concerns or problems, etc., the co-chairperson should refer the question, problem, etc. to the attention of the WPSR President or another executive committee member if the President is unavailable.

TASK FORCE MEMBER

1. Becoming a Member

Membership: A task force member is a member in good standing of WPSR. Membership is by invitation, by mutual agreement of the task force co-chairs, or chair if there is only one chair.

2. Tenure. Terms begin upon the date approved by the task force chairs, and are suggested to last for at least a two year commitment.

3. Accountability. Task force members are accountable and report to the task force chairperson or co-chairs.

4. Duties. The broad function of a task force member is to help set the direction for and to carry out the advocacy, organizing, and education activities of the task force for the purpose of achieving its strategic goals, as specified by an approved annual Task Force strategic workplan.

The duties of a task force member fall into two categories: those that are common to all task force members, and those that are specifically related to the work of each task force.

- a. Common duties include: regular attendance at task force meetings and task force sponsored events; supporting task force chairperson(s) in carrying out the advocacy, organizing, and education activities of the task force; serving as a public ambassador for the task force and program, and for WPSR; fostering the sustainability of the task force and WPSR by supporting occasional fundraising activities and initiatives including acting as a table captain at WPSR's annual fundraising dinner; maintaining a high level of knowledge and fluency about the relevant task force issue areas, initiatives, and legislation. Examples include:
 - i. Submitting an op-ed or letter to the editor on behalf of WPSR
 - ii. Testifying or providing public comment in support of legislation
 - iii. Representing WPSR at public events through speaking, tabling, etc.
 - iv. Conducting research and preparing materials related to the program
 - v. Recruiting new members to the Task Force and WPSR
 - vi. Meeting with Members of Congress, State Legislators, the Governor and their staffs
- b. Task force-specific duties: See annual task force strategic work plan

5. Expectations

- a. Time commitment: Task force members spend approximately 2 to 4 hours per week on duties related to the role and supporting the work of the task force and program.
- b. Meetings: members are expected to attend the monthly two-hour task force meetings, an annual day-long strategic planning retreat, and to contribute regularly to decision-making and advocacy activities required to carry out the task force strategic plan.